

Board of Adult Spiritual Growth

Women's Ministry Child Caregiver Coordinator

Mission Statement: The Trinity Evangelical Lutheran Church Women's Ministry, rooted in Christ, emphasizes women ministering to women, for the purpose of equipping and encouraging women so they can evangelize in their homes, in the church, in the community and around the world.

Description: The Women's Ministry Child Caregiver Coordinator oversees and is responsible for all aspects of training, scheduling, and inviting within the ministry. The Coordinator also oversees all planning and activities of the Caregivers.

Qualifications:

- Confirmed WELS Member
- Works well with others
- Enjoys children
- Good administrative skills
- Completed and passed the online background screening process

Responsibilities:

1. Read and follow the Child Protection Policy.
2. Confirm that all volunteers age 18 and over, overseeing, transporting, or having access to youth under the age of 18 have been screened and are cleared to serve.
3. Serve as liaison between Women's Ministry and the Caregivers, communicate:
 - a. Changes in procedures.
 - b. Child care needs for additional or special services.
 - c. Childcare requirements for children with special needs.
 - d. General information.
4. Coordinate training opportunities.
5. Provide and maintain a schedule for the Caregivers.
6. Send reminders to students when their scheduled time is.
7. Complete service hour forms for students.
8. Send out thank you cards or notes to those who served.

Time Commitment:

- 2-4 hours per month
- 1 year commitment

Relationships: The Child Caregiver Coordinator works closely with the Child Caregivers and Women's Ministry.

Training: The Child Caregiver Coordinator will be trained by the outgoing Child Care Coordinator.